



**TOUGALOO COLLEGE**  
**TOUGALOO, MISSISSIPPI 39174**

**NOTICE OF JOB OPENING**

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**TOUGALOO COLLEGE Seeks: GIFT ENTRY/DONOR RECORDS COORDINATOR**

**Position Summary:**

The Gift Entry/Donor Records Coordinator is responsible for data and gift entry to ensure that all gifts and pledges are accurately recorded in the Jenzabar database and reconciled with the Office of Finance and Administration. Reconcile batches and prepare batches for daily deposit. Promotes adherence to industry standard best practices for charitable contributions. In addition, the Gift Entry/Donor Records Coordinator maintains institutional knowledge of donors, their giving histories and preferences. More importantly, s/he understands the imperative in handling a high volume of confidential information. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under pressure to meet competing deadlines. This position requires working irregular hours including weekends and holidays, as needed.

**Experience/Qualifications:**

- Bachelor's degree and a minimum of three years of experience preferably in higher education or nonprofit environment with a track record of success in advancement services.
- Proficient in Microsoft Word, Excel and PowerPoint, including pivot tables and V look-up.
- Highly energetic and enthusiastic personality, with excellent interpersonal, problem-solving, and time-management skills.
- Solid organizational skills with the ability to work productively in a fast-paced, detail-oriented, and collaborative environment.
- Experience and understanding of Jenzabar or an accounting software is preferred.
- Accuracy and attention to detail a must; sensitivity when working with highly confidential information and ability to maintain complete discretion at all times.
- Proven ability to plan and manage a variety of projects and high work volume: must work well under pressure, prioritize, show flexibility, and solve problems creatively.
- Excellent verbal and written communication skills.
- The ability to work both independently and as a team player.

**Date of Position Opening: July 13, 2021**

**Application Deadline: Open Until Filled**

**Salary: Commensurate with experience.**

**Mail Documents to:** Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

**Fax Documents to:** (601) 977-7866

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
EMPLOYER**

HR/03/07/18